

**BIGGS UNIFIED SCHOOL DISTRICT
ELECTRONIC DEPOSIT AUTHORIZATION**

Employee Name: _____ ID#: _____ Effective Date: _____

Check a box:

- NEW SET UP**
- CHANGE** (this will REPLACE your current ACH)
- ADD NEW** (this will add an ADDITIONAL account)
- OTHER**(requires an explanation): _____

NET CHECK AUTHORIZATON: (first time set up, your NET check will go to this account)

<i>Financial Institution</i>	NET
<i>Routing#:</i>	<i>Amount to be deposited</i>
	<i>Account#:</i>

VOLUNTARY DEDUCTION: (separate checking or savings, flat dollar amount only)

<i>Financial Institution</i>	<i>Amount to be deposited</i>
<i>Routing#:</i>	<i>Account#:</i>

VOLUNTARY DEDUCTION: (separate checking or savings, flat dollar amount only)

<i>Financial Institution</i>	<i>Amount to be deposited</i>
<i>Routing#:</i>	<i>Account#:</i>

**PLEASE ATTACHED A VOIDED CHECK OR AN ACCOUNT VERIFICATION FROM PROVIDED BY YOUR FINANAIAL INSTITUTION TO THIS FORM.
Any missing or incorrect information will cause these transactions to be delayed.**

VOIDED CHECK HERE

I authorize the Butte County Office of Education and the financial institution listed above to deposit my pay automatically to the account(s) indicated above each payday, and if necessary, to adjust or reverse a deposit for any payroll entry made to my account. Should my ACH fail to go through I understand I will received a hard check via US Postal service.

This authorization will remain in effect until I give signed written consent to cancel.

Name (please print)

Employee Signature

Date

Updated by:

Date